

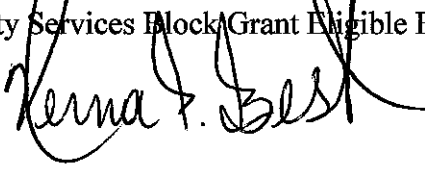
North Carolina Department of Health and Human Services
OFFICE OF ECONOMIC OPPORTUNITY

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Verna P. Best, Director

MEMORANDUM

TO: All Community Services Block Grant Eligible Entities and Limited Purpose Agencies

FROM: Verna P. Best 

DATE: June 23, 2010

RE: FY 2010-11 CSBG Advance Payment Program

The FY 2010-11 CSBG Advance Payment Program will be available to interested contractors who have consistently met the following conditions for participation during FY 2009-10:

- timely submissions of your monthly Financial Status Reports (OEO Form 286), to be received at OEO by the 10th working day of the following month;
- compliance with the DHHS Cash Management and OEO policy which states that an entity can have an advance of funds no greater than 30 days cash on hand;
- timely submission of your complete and acceptable quarterly Project Review Reports (OEO Form 240); {if applicable};
- timely submission of fiscal documents {invoices, bank statements/reconciliations, revenue and expense reports, etc.} as requested;
- timely submission of a complete and acceptable Year-End Report of Project Outcomes;
- timely disclosure of reports that contain findings, trends for concern or issues related to any state or federally funded program;
- no open, repeated or unresolved audit findings; and
- adherence to other contract terms including satisfaction of special conditions, submission of requested reports and information, responses to corrective action, etc.

The attached files contain the required DHHS Certification of Cash Needs Form and the advance request form (FY 2010-11 OEO Advance Financial Status Report) that must be completed and submitted for approval. The advance request is for project operating costs only and is limited to 30 days expected expenses. "Funds are not available to operate on a cost reimbursement basis" is an example of a brief narrative detailing why the advance is needed.

Mailing Address:
2013 Mail Service Center
Raleigh, NC 27699-2013

Telephone (919) 715-5850
Fax (919) 715-5855
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Location:
222 North Person Street
Raleigh, North Carolina

The word ADVANCE is to be indicated in the Reporting Period Section of the Financial Status Report. Enter your FY 2010-11 Approved Budget in the appropriate column. In the Expected Obligations column, enter your 30 day expected expenses (whole dollars) for ***program operations only***. Amounts provided in the Expected Obligations column will be used to provide a monthly advance for your agency during the period of the FY 2010-11 Advance Program.

Completed forms for participation in the FY 2010-11 CSBG Advance Payment Program must be received by OEO by July 1, 2010 for advances to begin during the month of July. Agencies who submit applications after that date will begin participation in the Advance Program in August 2010 pending application approval.

Should you have any questions regarding the FY 2010-2011 CSBG Advance Payment Program, please call or email your assigned fiscal analyst Jean Fecteau Jean.Fecteau@dhhs.nc.gov or Steve Fowler Steven.Fowler@dhhs.nc.gov at (919) 715-5850.

VPB/JEF/SJF/dmm

Enclosures

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